

TITLE, SERIES, GRADE: Litigation Support Specialist, GS-301-11

SALARY RANGE: GS-11: \$54,706 - \$72,421 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-12

VACANCY ANNOUNCEMENT NUMBER: 07-CRM-FB-031

AREA OF CONSIDERATION: All United States citizens and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 03/26/2007

CLOSING DATE: 04/06/2007

**** If you are submitting a resume for this position, it is important that you submit all the required information outlined in the "How To Apply" section of this announcement. Failure to submit such information will result in non-consideration for this position.**

DUTY LOCATION(S): Department of Justice, Criminal Division, Asset Forfeiture and Money Laundering Section, Washington, DC

NUMBER OF VACANCIES: One

The position is located in the Asset Forfeiture and Money Laundering Section (AFMLS) of the Criminal Division. The AFML Section supervises all federal, civil and criminal forfeiture and money laundering litigation; develops forfeiture and money laundering policies to be followed by all federal prosecutors and Department law enforcement components, and state and local governments. AFMLS manages equitable sharing which involves all federal agencies and over exceeded \$1 billion. AFMLS manages the training for the forfeiture and money laundering community at the national, international and local levels. AFMLS provides a multitude of forfeiture and money laundering support to each of the 93 United States Attorneys' offices and the component agencies. The incumbent supports the international aspects of the entire Asset Forfeiture Program.

JOB SUMMARY

The incumbent to this position will assist section attorneys in their assigned investigations, trials, appeals and/or special projects; provide basic legal research on factual and legal issues and prepare legal memoranda, pleadings, motions and appellate briefs based on the analysis of legal issues presented; assist in identifying data required for use in the management and direction of programs with AFMLS; assist in the development of policy in international forfeiture, money laundering and terrorist financing matters; assist in negotiation and consultation with foreign governments concerning forfeiture cooperation and international asset sharing; assists attorneys in the litigations relating to the execution of restraints and foreign forfeiture judgments, pursuant to incoming requests from foreign governments. The incumbent will also assists in providing

technical assistance to AFMLS attorneys on the drafting and implementation of foreign money laundering and asset forfeiture legislation and will also perform other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Specialized experience is defined as the knowledge and skill in legal research techniques and the understanding of legal terminology as well as skills to various litigation support activities that include written and oral communication abilities.

EDUCATION SUBSTITUTION: As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience. At the GS-11 Level: Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

QUALITY RANKING FACTORS:

- 1) Knowledge and understanding of legal reference sources and commonly used legal research procedures and methods (This includes knowledge of legal reference sources used to research, evaluate, summarize and prepare legal documents.)
- 2) Ability to research, analyze, and make recommendations (This includes the ability to research and analyze a variety of legal documents and make recommendations to attorneys.)
- 3) Ability to communicate orally (This includes the ability to communicate effectively in order to provide and obtain a variety of factual information.)
- 4) Ability to communicate in writing (This includes the ability to present findings and conclusions using appropriate language, legal reasoning, and organization of facts and ideas; and to assist in case preparation.)

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

-Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants **MUST** also submit a separate statement addressing the Quality Ranking Factors listed above.

-Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

- If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

-For federally employed applicants e-mailing a resume, OF-612 or SF-171, you will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.

- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.

- Applications mailed through the postal service must be received by the closing date of this announcement.

- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- If substituting education for specialized experience, transcripts must be submitted.

- This is a permanent full-time position.

- All qualifications for this position must be met by the closing date of this announcement.

- Failure to submit the requested information may result in a lower rating in the evaluation process.

- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position also requires a security clearance. This position is subject to a drug test by urinalysis.

- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Felecia Butler

CONTACT PHONE: 202-305-1240

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2918

